DHC: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

DETROIT HOUSING COMMISSION 1301 E. Jefferson Detroit, Michigan 48207

FOIA Detailed Cost Itemization

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Michigan Freedom of Information Act Detailed Cost Estimate A

Date: March 8, 2019 Prepared for Request No.19-007 Date Request Received: 2-15-19 The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15,234, according to DHC's FOIA Procedures and Guidelines. 1. Labor Cost for Copying / Duplication (HCV Housing Clerk): This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor. This shall not be more than the hourly wage of DHC's lowest-paid employee capable of necessary duplication or To figure the publication in this particular instance, regardless of whether that person is available or who actually performs the number of labor. increments. take the *number* These costs will be estimated and charged in 15-minute time increments. All partial time increments must be of minutes: rounded down. If the number of minutes is less than one increment, there is no charge. 180 divide by 15-minute Hourly Wage Charged: \$12.32 Charge per increment: \$ increments, and OR round down. Hourly Wage with Fringe Benefit Cost: \$16.39 Enter below: Multiply the hourly wage by the percentage multiplier: 33% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$4.10 Number of **Labor Cost** increments Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost) x ____32____ = \$131.20 2. Labor Cost to Locate (IT System Search): This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to DHC that are excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically: The request incurs costs greater than incurred by DHC for a typical FOIA request as it requires numerous hours of search and examination DHC will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, To figure the and examining the public records in this particular instance, regardless of whether that person is available or number of who actually performs the labor. increments. take the number These costs will be estimated and charged in 15-minute time increments. All partial time increments must be of minutes: rounded down. If the number of minutes is less than 15, there is no charge. 360 divide by 15-minute Hourly Wage Charged: \$31.53_____ Charge per increment: \$_____ increments, and round down. Hourly Wage with Fringe Benefit Cost: \$41.93_ Enter below: Multiply the hourly wage by the percentage multiplier: 33% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$10.48 Number of increments **Labor Cost** Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost) 8 \$83.84

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting) -		
(Housing Clerk):		
(Fill this out if using a DHC employee. If using a contractor , use No. 3b instead).		
DHC will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.		
This fee is being charged because failure to do so will result in unreasonably high costs to DHC that are excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically At least 8 hours of time is estimated to accomplish this task		
This is the cost of labor of a DHC employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of DHC's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.	To figure the number of increments, take the <i>number</i>	
These costs will be estimated and charged in 15-minute time increments. ;All partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i>	of minutes: , divide by 15-minute	
Hourly Wage Charged: \$12.32_ Charge per increment: \$ OR	increments, and round down.	
Hourly Wage with Fringe Benefit Cost: \$16.39 Multiply the hourly wage by the percentage multiplier 33% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$4.10	Enter below: Number of increments	3a. Labor Cost
Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)	x32 =	\$131.20
3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):		
(Fill this out if using a contractor, such as an attorney. If using in-house employee, use No. 3a instead.)		
DHC will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.		
This fee is being charged because failure to do so will result in unreasonably high costs to DHC that are		
excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically:	To figure the	
excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance,	number of	
excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance,	number of increments,	
excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance,	number of	
excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically: If DHC does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate	number of increments, take the number of minutes:, divide by 15-minute increments, and round down. Enter below:	
excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically:	number of increments, take the number of minutes:, divide by 15-minute increments, and round down. Enter below: Number of increments	3b.
excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically: If DHC does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \$8.15. Name of contracted person or firm: These costs will be estimated and charged in15-minute time increments. All partial time increments must be	number of increments, take the number of minutes:, divide by 15-minute increments, and round down. Enter below: Number of	3b. Labor Cost

A Conving / Dunlication Cost.		
4. <u>Copying / Duplication Cost</u> :		
Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).		
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10¢ per sheet</u> for:	Number of Sheets:	Costs:
 Letter (8 ½ x 11-inch, single and double-sided): 10 cents per sheet Legal (8 ½ x 14-inch, single and double-sided): 10 cents per sheet 	x = 0 x0=	\$0 \$0
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:		
Other paper sizes (single and double-sided): cents / dollars per sheet	x=	\$0
Actual and most reasonably economical cost of non-paper physical digital media:	No. of Items:	
Circle applicable: Disc / Tape / USB Drive / Other Digital Medium Cost per Item:	X =	\$0
The cost of paper copies must be calculated as a total cost per <u>sheet</u> of paper. The fee cannot exceed 10¢ per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. <u>DHC</u> <u>must</u> utilize the most economical means available for making copies of public records, including using double-		4. Total Copy Cost
sided printing, if cost saving and available. DOCUMENTS WILL BE SCANNED AND TRANSMITTED ELECTRONICALLY.		\$0
F. McProc Occid		
5. <u>Mailing Cost</u> :		
DHC will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.		
 DHC may charge for the <u>least expensive form</u> of postal delivery confirmation. DHC cannot charge more for expedited shipping or insurance unless specifically requested by the requestor.* 	Number of Envelopes or	
Actual Cost of Envelope or Packaging: \$	Packages:	Costs:
Actual Cost of Postage: \$ per stamp	X =	\$
\$ per pound \$ per package	X = X =	\$ \$
Actual Cost (least expensive) Postal Delivery Confirmation: \$	x =	\$
*Expedited Shipping or Insurance as Requested: \$	X =	\$
	X =	\$
* Requestor has authorized expedited shipping or insurance. DOCUMENTS WILL BE SCANNED AND TRANSMITTED ELECTRONICALLY.		5. Total Mailing Cost
		\$0

6a. Copying/Duplicating Cost for Records Already on DHC's Website:		
If DHC has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical diqital media, DHC will provide the public records in the specified format and may charge copying costs to provide those copies.		
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10¢ per sheet</u> for:	Number of Sheets:	Costs:
 Letter (8 ½ x 11-inch, single and double-sided): cents per sheet Legal (8 ½ x 14-inch, single and double-sided): cents per sheet 	X = X =	\$ \$
No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:	X=	Φ
Other paper sizes (single and double-sided): cents / dollars per sheet	X=	\$
Actual and most reasonably economical cost of non-paper physical digital media:	No. of Items:	
Circle applicable: Disc / Tape / USB Drive / Other Digital Medium Cost per Item:	X =	\$
Requestor has stipulated that some / all of the requested records that are <u>already available on DHC's website</u> be provided in a paper or non-paper physical digital medium.		6a. Web Copy Cost
		\$0
6b. Labor Cost for Copying/Duplicating Records Already on DHC's Website:		
This shall not be more than the hourly wage of DHC's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments. All partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i>	To figure the number of increments,	
Hourly Wage Charged: \$ Charge per increment: \$	take the <i>number</i> of minutes:	
Hourly Wage with Fringe Benefit Cost: \$ OR	, divide by 15-minute	
Multiply the hourly wage by the percentage multiplier:% and add to the hourly wage for a total per hour	increments, and round down.	
rate. Charge per increment: \$ DHC may use a fringe benefit multiplier greater	Enter below:	<i></i>
than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.	Number of increments	6b. Web Labor Cost
Overtime rate charged as stipulated by Requestor	X =	\$0
6c. Mailing Cost for Records Already on DHC's Website:	Number:	Costs:
Actual Cost of Envelope or Packaging: \$	X =	\$
Actual Cost of Postage: \$ per stamp / per pound / per package	X =	\$
Actual Cost (least expensive) Postal Delivery Confirmation: \$* *Expedited Shipping or Insurance as Requested: \$		
	X=	\$
	X = X =	\$ \$
* Requestor has authorized expedited shipping or insurance.	X = X =	\$ \$ 6c. Web Mailing Cost

Subtotal of Fees Before Waivers, Discou	nts or Deposits: 1. Labor C	ost for Copying:	\$131.20
•		or Cost to Locate:	\$83.84
Estimated Time Frame to Provide Records:		or Cost to Redact:	\$131.20
		or Cost to Redact:	\$0
(days or date)	4. Copyling	/Duplication Cost: 5. Mailing Cost:	\$0 \$0
The time frame estimate is nonbinding upon	6a. Copying/Duplication of Re		\$0 \$0
DHC, but DHC is providing the estimate in good	6b. Labor Cost for Copying Re		\$0
faith. Providing an estimated time frame does	6c. Mailing Costs for Re	cords on Website:	\$0
not relieve DHC from any other FOIA requirements.		Colorada	
Toquilomonia.		Subtotal Fees:	\$346.24
Waiver: Public Interest			
	pies of public records may be furnished without charge or at		
a reduced charge if DHC determines that a waiver of	reduction of the fee is in the public interest because		
	d can be considered as primarily benefiting the general		
public. All fees are waived	I OR All fees are reduced by:%	Subtotal Fees	
All lees are walved	All lees are reduced by	After Waiver:	\$ 0
Discount: Indigence			
	a public record must be furnished without charge for the		
	lual who is entitled to information under this act and who		
submits an affidavit stating:			
1) That the individual is indigent and receiving specif	ic public assistance, OR		
2) Facts showing inability to pay the cost because of	indigence.		
If a requestor is ineligible for the discount, DHC shall	inform the requestor specifically of the reason for		
	s ineligible for this fee reduction if ANY of the following		
apply:			
(i) The individual been greaterable greaterable	lissassumband samilas of multilis massands forms DLIC builts of miles		
that calendar year, OR	liscounted copies of public records from DHC twice during		
that calendar year, OK			
(ii) The individual requests the information	in conjunction with outside parties who are offering or		
providing payment or other remuneration to	o the individual to make the request. DHC requires a		
	that the request is not being made in conjunction with	Subtotal Food	
outside parties in exchange for payment or	other remuneration.	Subtotal Fees After Discount	
	☐ Ineligible for Indigence Discount	(subtract \$20):	\$ 0
Reason ineligible	:	(**************************************	
Discount: Nonprofit Organization			
	a public record must be furnished without charge for the		
	fit organization formally designated by the state to carry out		
	tal Disabilities Assistance and Bill of Rights Act of 2000 and		
J	vith Mental Illness Act, if the request meets ALL of the		
following requirements: (i) Is made directly on behalf of the organize	ration or its clients		
(i) 13 made all early on behalf of the organiz	autori or no onomo.		
	with the mission and provisions of those laws		
under section 931 of the Michigan Mental	Health Code, 1974 PA 258, MCL 330.1931.		
(iii) Is accompanied by documentation of it	s designation by the state.		
	☐ Eligible for Nonprofit Discount	Subtotal Fees	
		After Discount	¢ 0

Deposit: Good Faith DHC may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit:50%	Date Paid:	Deposit Amount Required: \$173.12
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full After DHC has granted and fulfilled a written request from an individual under this act, if DHC has not been paid in full the total amount of fees for the copies of public records that DHC made available to the individual as a result of that written request, DHC may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in DHC's possession.		
 (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since DHC notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to DHC. (f) DHC calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit. 		Percent Deposit Required:
DHC can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:		0%
 (a) The individual is able to show proof of prior payment in full to DHC, OR (b) DHC is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to DHC. 	Date Paid:	Deposit Required: \$0
Late Response Labor Costs Reduction If DHC does not respond to a written request in a timely manner as required under MCL 15.235(2), DHC must do the following:		Total Labor Costs
(a) Reduce the charges for labor costs otherwise permitted by 5% for each day DHC exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:(i) The late response was willful and intentional, OR	Number of Days Over Required Response Time:	\$ Minus Reduction
(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.	Multiply by 5% = Total Percent Reduction:	\$ = Reduced Total Labor Costs \$0
The Public Written Summary of DHC's FOIA Procedures and Guidelines is available free of charge from:		
Website:dhcmi.org Email: FOIACoordinator@dhcmi.org Address: 1301 E. Jefferson, Detroit Michigan 48207 FAX: 313-877-8764		